



## **DSWM Tour Request Procedures**

- 1. Tour must be requested via email, fax or phone**
- 2. Requestor should be contacted within one business day**
- 3. Requestor must fill out a DSWM Tour Request form**
- 4. The DSWM Tour Request form should be completed and faxed back to the Business Management and Public Affairs Division at (305) 514-6219.**
- 5. Tour form is reviewed for approval**
  - a) Check with Facility to verify date, time and availability**
  - b) Seek alternate facility if another one is not available, i.e., Landfill, TRC, Transfer Station)**
- 6. If tour has been denied, notify requestor via email, fax or phone**
- 7. If tour has been granted, requestor is sent a Facility Warning and Release form along with directions to the Facility**
- 8. The Facility Warning and Release form must be completed by all participants and given to the facilitator at the assigned Facility upon arrival at the tour.**
- 9. Participants should arrive 15 minutes prior to the tour**